

POSITION DESCRIPTION

| | |
|---|--------------------------------|
| POSITION | POSITION NUMBER |
| Qualified Horticulturist | 1113 |
| CLASSIFICATION | ANZSCO CODE |
| Band 3 | 362611 |
| DEPARTMENT | DIVISION |
| Operations | Infrastructure and Environment |
| AGREEMENT | LOCATION |
| Ballarat City Council Enterprise Agreement no. 9 2023 | Ballarat Botanical Gardens |

Position Objectives

- By the application qualified horticultural skills, maintain and develop City of Ballarat's Botanic Gardens, and Nursery based plant collections.
- To operate and maintain plant and equipment to enable maintenance activities of Parks and Gardens assets.
- Work as part of a team, promoting safe work practices with a can-do attitude whilst working towards meeting City of Ballarat's goals and vision.

Key Responsibility Areas

Horticulture

- Install, maintain, and assist in the design of garden and conservatory based floral displays using modern horticultural techniques.
- To assist in propagation programs for specific horticultural crops, using modern propagation techniques appropriate to selected cultivars.
- To ensure nursery and garden hygiene procedures are maintained to required standards.
- To identify and control plant pests and diseases, using chemicals and integrated pest management practices.
- Control weed growth by various techniques including herbicide application.
- Maintain specialised equipment, machinery, buildings, computers, and tools appropriate to the facility and modern nursery techniques.
- Remove litter and unwanted vegetation, perform pruning, mulching, herbicide application, replenish missing plants and edging.
- Maintain and carry out development of garden beds.

Supervision

- Supervise non-trade staff, apprentices, and trainees to ensure productivity and skills acquisition.
- Participate in the design and delivery of workplace-based skills and technical training programs.

Plant Operation

- Safe and competent operation of vehicles up to and including 13.9 tonnes G.C.M.
- Operate and maintain a range of medium mechanical plant and equipment in a safe and effective condition, ensuring service requirements, faults and repairs are reported and carried out as required.
- Carry out regular checks, adjustments and minor maintenance to ensure equipment is maintained in a safe and operational condition.
- Assist other employees in the safe and efficient operation of a range of plant and equipment including the demonstration of appropriate Occupational Health and Safety practices.

Customer Service

- Maintain high quality public relations in all dealings with the general public, ratepayers, Councillors, contractors, suppliers, Government authorities, other team members and internal departments.
- Treat customer or public requests and comments in a courteous and efficient manner.

POSITION DESCRIPTION

Teamwork

- Participate in team works and projects as directed.
- Promote an environment of team participation and actively contribute to weekly team meetings.
- Work as part of a team, promoting safe work practices with a can-do attitude whilst working towards meeting City of Ballarat's goals and vision.
- Participate in team horticultural education opportunities.

| REPORTS TO: | DIRECT REPORTS: |
|---------------------------------------|---|
| Curator – Gardens and Nursery | N/a |
| ORGANISATIONAL RELATIONSHIPS | |
| Internal: | External: |
| Team Leader City of Ballarat Staff | Service Authorities Public Customers Volunteer Groups Suppliers Statutory Authorities Contractors |

Accountability and Extent of Authority

- Responsible for the achievement of horticultural practices at the highest standard.
- Responsible for the achievement of high levels of personal productivity and productivity of staff under supervision in particular apprentices.
- Responsible for the daily inspection, maintenance of and the safe and efficient operation of plant and equipment.
- Responsible for reporting any damages, incidents or public hazards in the area of responsibility.
- Responsible for providing correct horticultural needs for plant materials under care.
- Responsible for the maintenance of accurate records and the care of tools, equipment and other Council assets.
- Assist in the instruction of employees in the acquisition of plant operational skills.
- Responsible for the performance of specified works within the given time frames.
- Accurate completion of timesheets, works records, logbooks, and other records/reports as required.
- Responsible to abide by any relevant Council policies and procedures

Judgement and Decision Making

- Be capable of working without direct supervision and demonstrate initiative.
- Ensure workplace activities are carried out in a manner that ensures compliance with the City of Ballarat's Safe Working Procedures, OHS, EEO, other relevant legislation, safety of the public and protection of Council assets.
- Assess potential hazards and take appropriate action to rectify or minimize prior to reporting to the appropriate officer.
- Evaluate site requirements and work instructions to achieve results in the most productive and technically correct manner.
- Make plant selection and planting design recommendations to provide high quality floral and horticultural displays appropriate to significant public open space.
- Identify cultural needs of plant material and determine appropriate treatments through consultation with other qualified staff and supervisor.
- Ensure plant and equipment are used to maximise productivity whilst minimising undue wear and tear. Identify equipment faults and service requirements and arrange repair/rectification and report to the supervisor.

POSITION DESCRIPTION

Specialist Skills and Knowledge

- Certified horticultural trade skills sufficiently developed to undertake the key responsibilities of the position.
- Demonstrated knowledge of the safe and competent operation and maintenance of the standard suite of medium mechanical plant and equipment between 4.5 and 13.9 GCM as utilised in horticultural maintenance including:
 - Mowers: Ride-on and pedestrian
 - Aerators
 - Rotary hoes
 - Utility and trailer combinations
- Competency in general horticultural skills:
 - Mowing
 - Weed control
 - Application of horticultural chemicals
 - Planting
 - Pruning
 - Cultivation
- Safe and competent operation and maintenance of light mechanical equipment as utilised in horticultural maintenance:
 - Brush cutters
 - Hedge trimmers
 - Edger's
 - Sprayers
 - Tillers/rotary hoe
- Sound knowledge of:
 - Occupational Health and Safety.
 - Traffic management and appropriate signing of works near roads
- Experience in the operation of the standard suite of non-mechanical hand tools as used in horticultural maintenance.
- Reading, writing and numerical skills appropriate for the interpretation of works instructions, performing horticultural chemical application calculations and the maintenance of diaries, works programs and recording systems.

Management Skills

- Ability to lead and motivate apprentices, casual and other staff to achieve efficiency, productivity, participation, and skills acquisition.
- Ensure the adherence to legislative policies regulating workplace activity.
- Manage time to achieve high personal productivity.
- Plan works in advance.
- Demonstrated problem solving and negotiation skills appropriate to dealing with user groups, members of the public, volunteers, and clients.
- Participate in team meetings regarding setting team goals and work targets.

Interpersonal Skills

- Well-developed oral and literacy skills to communicate effectively with supervisors, team members, other employees, Government authorities, contractors and the general public.
- Co-operate with team members, other City of Ballarat employees, volunteer groups, government authorities and contractors to achieve desired works outcomes.

POSITION DESCRIPTION

Qualifications and Experience

- Minimum qualification of Certificate III in Horticulture, or Parks and Gardens.
- Experience in production nursery plant maintenance.
- Plant propagation skills and experience with a broad range of plant species.
- Experience in the development and maintenance of high-standard floral displays.
- Other relevant Certificates.
- Current Victorian Driver's licence.

From a Health & Safety perspective the City of Ballarat requires all employees adhere to the following:

- Report hazards, incidents, injuries, and unsafe practices as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.
- Comply with the City of Ballarat safety system.
- Participate constructively in all forums set up to investigate, improve or communicate safety.

SELECTION CRITERIA

Essential

- Qualifications and experience as listed above.
- Commitment to effective management of health and safety issues especially relevant to this role.
- Demonstrated skills & knowledge in:
 - Common nursery pest and disease identification and control,
 - Production nursery best practice.
 - Maintenance requirements of potted plants in a nursery environment
 - Application of horticultural chemicals
 - Plant propagation.
- Plant operation skills in:
 - Operation of mechanical plant and hand tools used in horticultural maintenance.
- Literacy and numeracy skills sufficient to maintain daily records, read works instructions and perform chemical mixing and application calculations.
- Experience in the supervision of staff, particularly assisting in skills acquisition.

Desirable

- Farm Chemicals Handling Certificate.

POSITION DESCRIPTION

City of Ballarat Core Values

| | | | | |
|---|---|---|---|--|
| <p>We are honest and transparent</p>  <ul style="list-style-type: none"> • We tell the whole story. • We provide a context and rationale for our decisions. • We trust each other enough to be honest. | <p>We are accountable</p>  <ul style="list-style-type: none"> • We do what we say we will do, when we say we will do it. • We learn from our mistakes and celebrate our successes. • We back up our teammates and also hold them to account with kindness and respect. | <p>We value everyone</p>  <ul style="list-style-type: none"> • We show respect to everyone, even if we disagree. • We ensure everyone has access to opportunities. • We are approachable regardless of our position in the organisation. | <p>We work with and for our community</p>  <ul style="list-style-type: none"> • We seek to understand our community's needs and take action to meet those needs. • We engage with our community and share what we are doing and why. • We manage our resources responsibly and sustainably. | <p>We work together</p>  <ul style="list-style-type: none"> • We work towards common goals. • We support each other through the highs and lows. • We look for the best in each other. |
|---|---|---|---|--|

The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.

ACKNOWLEDGEMENT

Please sign and date to acknowledge you have read and understood this position description.

| | | |
|-------|------------|-------|
| Name: | Signature: | Date: |
|-------|------------|-------|